



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO

BUMEDINST 1601.2 CH-1  
M09BB1  
17 Feb 2006

BUMED INSTRUCTION 1601.2 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: WATCH STANDING ORDERS

Encl: (7) Standing Order Number Seven - Chain of Command  
Notification

1. Purpose. To transmit new Standing Order for chain of command notification procedures for watch standers.
2. Action. Insert enclosure (7) to the basic instruction.

A handwritten signature in cursive script, appearing to read "C. S. Hunter", is positioned above the printed name.

C. S. HUNTER  
Chief of Staff



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CH-1 of 17 Feb 2006  
IN REPLY REFER TO  
BUMEDINST 1601.2  
M09B1  
2 Nov 2005

BUMED INSTRUCTION 1601.2 CHANGE TRANSMITTAL 1

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: WATCH STANDING ORDERS

Ref: (a) U.S. Navy Regulations  
(b) OPNAVINST 3120.32C

Encl: (1) Watch Standing Order Number One - Standing Order Book  
(2) Watch Standing Order Number Two - Watch Standing  
(3) Watch Standing Order Number Three - Handling of Naval Messages  
(4) Watch Standing Order Number Four - Command Log  
(5) Watch Standing Order Number Five - VIPs/Senior Officials  
(6) Watch Standing Order Number Six - Death Procedures  
(7) Watch Standing Order Number Seven - Chain of Command Notification

1. Purpose. Per references (a) and (b) to establish Standing Orders to the Command Duty Officer (CDO), Officer of the Day (OOD), and Chief of the Day (COD). To assign responsibility for all watch standers to become knowledgeable with the Watch Standing Standard Operating Procedure (SOP) manual and with enclosures (1) through (7).

2. Discussion

a. The attainment of qualification as a CDO, OOD, and COD at Bureau of Medicine and Surgery (BUMED) signifies the ultimate trust and confidence of the Chief, Bureau in the watch stander's judgment and ability. This confidence rests on the certainty of being notified in time to assist in whatever action is necessary to continue to provide the highest standards on a twenty-four hour basis and to ensure the safety of all personnel and equipment.

b. Nothing takes the place of prudence and common sense on the part of watch standers in this regard. It is expected that watch standers take timely action to act on any circumstance which may occur at BUMED or at one of the Navy Medical commands regarding serious injury or death to personnel, any state of emergency, catastrophic equipment failure, or any incident which may yield an embarrassing situation for the Navy.

c. In an emergency, ACT FIRST—THEN NOTIFY the Chief of Staff (COS). However, failure to notify the COS when the situation requires, or when you have any doubt as to what course of action is most prudent, is a serious reflection on your judgment. When in doubt, do not hesitate to ask for help.

**WATCH STANDING**  
**STANDING ORDER NUMBER SEVEN – CHAIN OF COMMAND NOTIFICATION**

1. Purpose. Establish criteria for notification procedures by the Officer of the Day (OOD) or Chief of the Day (COD) to the Command Duty Officer (CDO) when warranted.

2. Notification

a. The OOD/COD will notify, in an expeditious manner, the CDO when any of the following occur:

(1) Any notification received from the CDO of a Navy Regional or Support Command alerting of an issue within Navy Medicine.

(2) Any incident that would require activation of an annex of the BUMED Emergency Management Plan (EMP).

(3) Any incident that would require emergent or urgent action to address any facility management issue at BUMED.

(4) Any incident that would require BUMED to send out an Operational Report (OPREP) or Situation Report (SITREP).

(5) Any questionable incident.

b. The CDO will follow the guidelines for notification established within Standing Order Number Two. The CDO will determine if immediate notification of the chain of command is warranted.